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G

Taylor Watts
5164 Prairieview Dr.
Zachary, LA 7791

July 19, 2021

Louisiana Board of Ethics
617 N. Third St.
Baton Rouge, LA 70802

Dear Board:

There is a question by some that I, Taylor Watts, as an employee of Louisiana Human Resources Development Institute (LHRDI) may pose a conflict with my previous employment at Louisiana Workforce Commission (LWC) and therefore, I should not be able to continue employment with LHRDI.

Regarding the questioned conflict, I was a probationary employee of LWC, and never gained permanent status. I started with LWC in January of 2020 and left on July 2, 2021. I took a significant pay cut to move to LHRDI in this new position but I took the new job to better help the residents of Louisiana and my future.

The job descriptions are highly different and require different skill levels and requirements. Both job descriptions are attached to this letter for a written advisory opinion.

I would appreciate any guidance possible as now I am currently without a job or income until a decision can be made rendering the questioned conflict. If you have any questions, please contact me by email, tayrenee417@gmail.com.

Sincerely,

Taylor Watts

Enc.

ETHICS BOARD REC'D
JUL 21 '21 PM2:38

MOBILE WORKFORCE CENTER SPECIALIST (2)

The Mobile Workforce Center Specialist will be under direct supervision of the LHRDI Executive Director. This position requires 70% travel statewide and 30% work remotely. Must be available for routine overnight travel and be able to travel outside of regular business hours.

Responsibilities

1. Provide an array of career services to jobseekers as part of the Rapid Response Team on the Mobile Workforce Center (MWC).
2. Assist Rapid Response customers at Worker Transition Centers with creating HiRE accounts, posting resumes, and applying for jobs online.
3. Conduct workshops on various topics including resume writing, interview skills, social media job search, HiRE, and other related topics.
4. Assist job applicants at employer Job Fairs with completing the online application test and pre-employment skills assessments as indicated by the employer.
5. During disaster relief response, assist clients with applying for FEMA assistance, SNAP, UI, and other related assistance.
6. Demonstrate expert-level knowledge of the HiRE system. Provide virtual tours of HiRE and assist jobseekers in navigating the features of the site.
7. Serve as a resource to jobseekers for information on community resources, labor market information, and training providers.
8. Set up and test all computers, wireless accessories, televisions, and printer. Assist driver with set up of other items as needed.
9. Ensure the mobile unit remains clean and organized at all times.
10. Report any issues with equipment to MWC driver and LWC designee.
11. Prepare reports and submit reports to the Executive Director.
12. Perform other duties as assigned to meet program objectives.

Qualifications

Proficient in MS Office. Able to conduct workshops individually or as part of a team. Experience writing resumes and business correspondence. Sensitive to needs of unemployed workers.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This is a highly independent and responsible position requiring both technical and management level tasks in implementing, directing and/or assisting Regional Sector Initiatives for Business Solutions. Serves as Industry Specialist for assigned Industry Sector and Program Subject Matter Expert for assigned LWC program. The incumbent will functionally report to and receive supervision from the Industry Sector Program Manager. The incumbent will facilitate activities, partnerships and agreements with Local Workforce Development Boards, implements Industry Sector Initiatives and provide reports to OWD. Interaction will be required with all levels of OWD including LWDB, Local Area Coordinators, other supervisors and managers within OWD, other departments within the Louisiana Workforce Commission, Business and Career Solutions Center Staff, Economic Development, Chambers of Commerce, public and private training providers, employers and industry associations.

Job Duties

Industry Sector Partnership

- Develop and support Sector partnerships and connect business sector organizations to regional, state and national initiatives.
- Convene sector based business leaders to develop an organized approach to identifying and solving sector based human resource problems (or utilize an existing organization if one exists with this purpose)
- Develop and implement data collection and feedback processes to collect needed but unavailable information utilizing appropriate methods such as focus groups, task forces, sector alliances seminars etc..
- Collect and compile sector specific employment, labor market and other data to create a regionally specific profile (current and projected) of the assigned sector.
- Identify and prioritize the human resource challenges, both short and long term, that affect the success of the businesses within the sector.
- Maintain up to date working knowledge of sector information and distribute data in methods and frequency as appropriate.
- Monitor trade associations' information and websites, read business publications and attend relevant business conferences, seminars and meeting to develop industry competence of trends, initiatives and sector based activities.

Data Collection, Analysis and Reporting

- Analyze and acquire knowledge about the full range of existing business solutions and promote those that address sector business needs.
- Recommend to Workforce Development Boards any needed business solutions such as services and methods or customization of existing products.
- Analyze hiring and human resource practices within the sector and use findings to make recommendations through the Workforce Development Boards to the Local Area Coordinators regarding strategies on business services and delivery standards within the Business and Career Solutions System.
- Identify and define talent pipelines and skill paths to promote sector employment to job seekers.
- Develop and implement strategies for promoting targeted sectors and careers, including distribution and sharing of knowledge on targeted industries and demand occupations with Business and Career Solutions staff and the general public.
- For assigned sector, collect feedback on service delivery; compile results and submit to Workforce Development Boards for analysis across sectors.

Employer Outreach

- Promote all Business Solutions programs and services to employers, business organizations, human resource departments and

OWD Program Subject Matter Expertise

- Act as subject matter expert on assigned OWD Business Services Program.
- Provide assistance to other Business Services Staff, both local and statewide, regarding assigned OWD program. Answer technical questions about assigned program and provide program guidance as requested.
- Design presentations about assigned OWD program to include PowerPoint or other electronic presentation and accompanying handouts.
- Make presentations about assigned OWD program to employers, business organizations, industry groups and human resource departments.

Employer Engagement, coordination and Communication

- Convene and/or participate in at least one Regional Employer Engagement team meeting each quarter. At a minimum this team shall include all WIOA core partners participating in employer engagement.
- Ensure consistent and frequent communication with Workforce Development Boards and relevant partners in the Workforce development system.
- Fully support all policies and goals of the Workforce Development Board as they pertain to the Business and Career Solutions system.

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